



County of Los Angeles

CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

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Fifth District

October 15, 2004

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: *David E. Janssen*
David E. Janssen
Chief Administrative Officer

RECORDS AND ARCHIVES MANAGEMENT PROGRAM - QUARTERLY STATUS REPORT (THIRD QUARTER 2004)

On February 18, 2003, your Board instructed my Office to report back with an overall plan for maintaining and preserving County records and archives, including cost estimates. In addition to the ongoing inventory of records and archives, as of October 1, 2004, I have assigned a full-time County Records and Archives Coordinator to address the creation of an organization/retention program for the County's extensive collection of records and archives.

In our September 1, 2004 status report, I indicated that we would be providing a more detailed plan of the next steps in this important endeavor. In the coming months, the County Coordinator will be:

- Identifying Departmental Records and Archives Coordinators;
- Reconvening and defining the role of the Records and Archives Management Program Task Force;
- Attending pertinent conferences;
- Reviewing the literature on records and archives management;
- Meeting with other jurisdictions with records and archives programs;

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- Visiting governmental records and archives centers; and
- Consulting with experts, including records managers, archivists, and historians.

The next quarterly report will be provided to your Board on January 14, 2005. If you have any questions regarding this status report, please feel free to contact me, or your staff may contact the County Records and Archives Coordinator, Ms. Dorothea Park, at (213) 974-1319.

DEJ:MKZ
DSP:os

c: All Department Heads
Chair, Historical Landmarks and Records Commission